

## **Dental Assistants.**

RELATES TO:

STATUTORY AUTHORITY:

NECESSITY, FUNCTION, AND CONFORMITY: KRS XXX.XXX requires the board to promulgate administrative regulations relating to requirements and procedures for registration, duties, training, and standards of practice for dental assistants. This administrative regulation establishes those requirements and procedures.

Section 1. General Registration Requirements. An applicant desiring registration as a dental assistant in the Commonwealth shall at a minimum:

- (1) Understand, read, speak, and write the English language with a comprehension and performance level equal to at least the ninth grade of education, otherwise known as Level 4, verified by testing as necessary;
- (2) Submit a completed and signed "Application for Dental Assistant Registration";
- (3) Pay the fee required by administrative regulation;
- (4) Not be currently subject to disciplinary action pursuant to KRS Chapter XXX which would prevent registration;
- (5) Have and maintain certification in cardiopulmonary resuscitation (CPR);
- (6) Submit to a criminal background check through the Administrative Office of the Courts in Kentucky, from the state(s) of residence for the last 5 years, or by fingerprint; and
- (7) Provide proof of one year dental office experience along with the name and address of the supervising dentist.

Section 2. Issuance of Initial Registration. Once an applicant has completed the requirements of Section 1 the board shall:

- (1) Issue a registration in sequential numerical order; or
- (2) Deny registration due to a violation of KRS Chapter XXX or the administrative regulations promulgated thereunder.

Section 3. General Training Requirements. A registered dental assistant may perform any duty on the delegated duty list, which is incorporated by reference, so long as the individual has been trained by the employing dentist and has proof of such training. Proof of training shall include the following:

- (1) Name of the individual trained;
- (2) Name of the individual providing the training;
- (3) Date the training was completed; and
- (4) A list of duties delegated to the assistant from the delegated duty list.

Section 4. Coronal Polishing Requirements.

- (1) A registered dental assistant may perform coronal polishing if he:
  - (a) Completes the training described in subsection (2) below; and
  - (b) Obtains a certificate from the authorized institution, which shall be provided to the board for the assistant's file and maintained in the employee's personnel file at each place of employment.

(2) The required training shall consist of an eight (8) hour course taught at an institution of dental education accredited by the Council on Dental Accreditation to include the following:

- (a) Overview of the dental team;
- (b) Dental ethics, jurisprudence and legal understanding of procedures allowed by each dental team member;
- (c) Management of patient records, maintenance of patient privacy, and completion of proper charting;
- (d) Infection control, universal precaution and transfer of disease;
- (e) Personal protective equipment and overview of Occupational Safety and Health Administration requirements;
- (f) Definition of plaque, types of stain, calculus, and related terminology and topics;
- (g) Dental tissues surrounding the teeth and dental anatomy and nomenclature;
- (h) Ergonomics of proper positioning of patient and dental assistant;
- (i) General principles of dental instrumentation;
- (j) Rationale for performing coronal polishing;
- (k) Abrasive agents;
- (l) Coronal polishing armamentarium;
- (m) Warnings of trauma which can be caused by improper techniques in polishing;
- (n) Clinical coronal polishing technique and demonstration;
- (o) Written comprehensive examination covering the material listed in this section, which must be passed by a score of seventy-five percent (75%) or higher;
- (p) Completion of the reading component as required by subsection (3) of this section; and
- (q) Clinical competency examination supervised by a dentist licensed in Kentucky, to ensure clinical competency, which must be performed on a live patient.

(3) A required reading component for each course shall be prepared by each institution offering coronal polishing education which shall:

- (a) Consist of the topics established in Section 4(2)(a) through (n) of this administrative regulation;
- (b) Be provided to the applicant prior to the course described in Section 4(2) in this administrative regulation; and
- (c) Be reviewed and approved by the Board.

(4) The institutions of dental education approved to offer the coronal polishing course in Kentucky shall be:

- (a) University of Louisville School of Dentistry;
- (b) University of Kentucky College of Dentistry;
- (c) Western Kentucky University Dental Hygiene Program;
- (d) Lexington Community College Dental Hygiene Program; and
- (e) Kentucky Community Technical College System Dental Hygiene or Dental Assisting Programs.

Section 5. X-rays by Registered Dental Assistants. A registered dental assistant may take x-rays under the direct supervision of a dentist licensed in Kentucky if the assistant completes:

- (1) A six (6) hour course in dental radiography safety approved by the board; and
- (2) Four (4) hours of instruction in dental radiography technique while under the employment and supervision of the dentist in the office; or

- (3) A four (4) hour course in radiography technique approved by the board.

Section 6. Renewal Requirements. An individual desiring renewal of an active dental assistant registration shall:

- (1) Submit a completed and signed “Application for Renewal of Dental Assistant Registration”;
- (2) Pay the fee required by administrative regulation;
- (3) Maintain without lapse CPR certification; and
- (4) Have their application signed by the supervising dentist as to their continued competency in the duties assigned to them from the delegated duties list.

Section 7. Retirement of a Registration.

- (1) An individual desiring retirement of a dental assistant registration shall submit a completed and signed “Retirement of Registration Form”, which must be postmarked by December 31 of the year his registration expires.
- (2) Upon receipt of this form, the board will send written confirmation of retirement to the last known address of the licensee.
- (3) No individual may retire a registration that has pending disciplinary action against it.

Section 8. Reinstatement of a Registration.

- (1) An individual desiring reinstatement of a retired dental assistant registration shall:
  - (a) Submit a signed and completed “Application to Reinstate a Dental Assistant Registration”; and
  - (b) Meet the requirements of Section 1.

Section 9. Reciprocity. A dental assistant who holds a certificate to perform coronal polishing from another state or jurisdiction or who provides documentation acceptable to the board of training at a dental hygiene or dental assisting program accredited by the Council on Dental Accreditation, may apply for and be granted a certificate to perform coronal polishing in Kentucky if they provide:

- (a) A copy of the credentials issued in the other jurisdiction; and
- (b) A copy of the law and administrative regulations of that jurisdiction which specify requirements that are equal to or greater than the requirements established in KRS 313.345 and this administrative regulation; or
- (c) A syllabus of course work successfully completed by the applicant from the accrediting dental hygiene or dental assisting program; and
- (d) Verification of successful completion of the accredited course.

Section 8. Verification of Registration. An individual desiring verification of a dental assistant registration shall:

- (1) Submit a signed and completed “Verification of Registration Form”; and
- (2) Pay the fee required by administrative regulation.

Section 9. Duplicate Registrations. An individual desiring a duplicate dental assistant registration shall:

- (1) Submit a signed and completed “Duplicate Registration Request Form”; and

(2) Pay the fee required by administrative regulation.

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